2006

INSTITUTE *of* **Museum** and **Library** SERVICES

National Leadership Grants for Libraries and Museums

Application Deadline: February 1, 2006

NATIONAL LEADERSHIP GRANTS

Grant Application and Information

Fiscal Year 2006

What Is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the executive branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries, and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a presidentially appointed body confirmed by the Senate, provides policy advice to the director of IMLS.

For more information call or write:

Institute of Museum and Library Services
1800 M Street, NW, Ninth Floor
Washington, DC 20036-5802
(202) 653-IMLS (4657)

E-mail: imlsinfo@imls.gov
Web site: http://www.imls.gov

TDD (for hearing-impaired people): (202) 653-4699

Visually or learning-disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

Burden Estimate and Request for Public Comments

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.

CFDA No. 45.312

INSTITUTE *of* **Museum**and**Library** SERVICES

Dear Colleague:

The Institute of Museum and Library Services is dedicated to creating and sustaining a "nation of learners." The ability to learn continually is essential in a knowledge society. We envision a seamless infrastructure for learning where schools and cultural and community organizations work in concert. Museums and libraries are leaders in this effort. They help learners of all ages transform information into knowledge.

National Leadership Grants build skills for the 21st century, sustain and provide access to cultural heritage, support learning for all ages and in many types of communities, and encourage civic participation. These awards help libraries and museums develop models and produce results that help to foster individual achievement, community responsibility, and lifelong learning.

This year, IMLS plans to support a wide range of projects under its three grant categories: Advancing Learning Communities, Building Digital Resources, and Research and Demonstration. We will spotlight the many ways that libraries and museums support youth development.

Research shows that young people who connect to parents, family, school, community, and faith engage in fewer risky behaviors. They have strong self-esteem and contribute positively to their environments. I encourage library and museum professionals to consider how their institutions can invest in our nation's future by engaging young people. We encourage grant applications, and we will provide learning assets on our Web site, share profiles of exceptional projects, and identify best practices for reaching youth ages 9 to 19. Each of the National Leadership Grant categories for 2006 includes a statement inviting proposals in this important area.

Our nation of learners is the hallmark of a democratic society. Let us continue to create and sustain it.

Sincerely,

Mary L. Chute
Acting Director

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GENERAL INFORMATION

Program Purpose

National Leadership Grants enable libraries and museums to help all individuals attain the knowledge, skills, attitudes, behaviors, and resources that enhance their engagement in community, work, family, and society. Projects should enable libraries and museums to address current problems in creative ways, develop and test innovative solutions, and expand the boundaries within which our cultural heritage institutions operate. The results of these projects—whether new tools, research, models, services, practices, or alliances—will help equip tomorrow's libraries and museums to better meet the needs of a nation of learners.

Eligibility

ELIGIBILITY FOR LIBRARIES

An applicant must:

- be either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- be located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as one of the six types of organizations listed below:
  1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available,[1] and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.
  2. An academic or administrative unit, such as a graduate school of library and information science, which is a part of an institution of higher education through which it would make application.
  3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation, under the supervision of at least one permanent professional staff librarian.
  4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
  5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
  6. A library association that exists on a permanent basis, serves libraries or library professionals on a national, regional, state, or local level, and engages in activities designed to advance the well-being of libraries and the library profession.

ELIGIBILITY FOR MUSEUMS

An applicant must:

- be either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- be located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as one of the three types of organizations listed below:

1. A museum[2] that, using a professional staff,[3] (a) is organized on a permanent basis for essentially educational or aesthetic purposes; (b) owns or uses tangible objects, either animate or inanimate; (c) cares for these objects; and (d) exhibits these objects to the general public on a regular basis through facilities which it owns or operates.[4]

   Please note: A museum located within a parent organization that is a state or local government or multipurpose not-for-profit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum (a) is able to independently fulfill all the eligibility requirements listed above; (b) functions as a discrete unit within the parent organization; (c) has its own fully segregated and itemized operating budget; and (d) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

2. A museum service organization or association that engages in activities designed to advance the well-being of museums and museum professionals, and institutions of higher education. (A friends group associated with a single museum is not an eligible museum service organization or association.)

3. An institution of higher education, including public and nonprofit universities.

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1. Research libraries must either be generally recognized as possessing unique scholarly research materials and services that are made available to the public or they must be able to demonstrate that such is the case when they submit an application to IMLS.

2. Museums include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

3. An institution uses a professional staff if it employs at least one professional staff member, or the fulltime equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

4. An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. Further, an institution that exhibits objects to the general public for at least 120 days per year shall be deemed to exhibit objects to the general public on a regular basis.

   An institution that exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis, if in light of the facts under all the relevant circumstances it can establish that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public.

   An institution that does not have as a primary purpose the exhibition of objects to the general public, but that can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines. For more information, please see 45 C.F.R. Part 1180.3(d)(2).

Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the governmentwide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting http://www.dnb.com/us/. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security Number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If an organization does not have DUNS and TIN numbers, the application will be rejected.

Partnerships

Where appropriate, partnerships stimulate a broader community perspective and are encouraged, though not required, in this program. Partners may include community organizations, public media, and institutions and agencies that promote learning in addition to libraries, archives, museums, or other cultural heritage organizations. The lead applicant must be the financial agent and must be an eligible entity. Large institutions or those with specialized facilities or resources are encouraged to form meaningful and sustainable partnerships with smaller institutions to leverage resources to reach common goals.

Conditions of a Grant

DURATION OF A GRANT

Generally, project activities supported by National Leadership Grants may be carried out for a period of up to 36 months.

PROJECT START DATE

Projects may begin no earlier than October 1 and no later than December 1.

AMOUNT OF GRANT

National Leadership Grants range from $25,000 to $1,000,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

COST SHARING

Applicants are generally expected to share the costs of projects. Cost sharing will be considered as an element in the review of all applications. Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers. IMLS prefers that applicants provide at least 50 percent of the cost of any equipment to be purchased for the project. IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period. IMLS strongly encourages applicants to seek third-party donations of cash, equipment, and services. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe its plan for meeting the promised cost share from other sources in the event that the pending funds are not received. All listed expenses, including all cost sharing, must be incurred during the grant period. Adherence to governmentwide uniform administrative rules and requirements, including appropriate Office of Management and Budget (OMB) circulars, applies.

Applicants for all types of projects who request $250,000 or less from IMLS are encouraged to provide at least one-third of the total cost of the project from nonfederal sources. Applicants who request more than $250,000 from IMLS, for all types of National Leadership Grants projects other than research projects, must provide at least one-half of the total cost of the project from nonfederal sources.

Because research benefits the museum, library, and information sciences communities more than any one institution, IMLS does not require a one-to-one match for research proposals. However, applicants for research grants are encouraged to provide at least one-third of the total cost of the project from nonfederal sources. Demonstration efforts remain subject to match requirements for requests greater than $250,000. See discussion of Research and Demonstration, page 2.6.

USE OF FUNDS

National Leadership Grants may be used for a broad range of project activities. Grant funds may not be used for construction, acquisition of collections, fundraising, contributions to endowments, social activities, ceremonies, entertainment, or pregrant costs. For library grants and for library and museum collaborations, purchase of limited amounts of library materials are allowable if the purchase is justified as part of a larger project; however, IMLS prefers that applicants contribute such purchases as cost sharing. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Adherence to governmentwide uniform administrative rules and requirements, including appropriate OMB circulars, applies.

PROJECT EVALUATION

IMLS expects most National Leadership Grant activities to have measurable results. All applicants should budget for substantive project evaluation, and grantees should report evaluation findings. IMLS supports and encourages the use of outcomes-based planning and evaluation (OBE) for projects that identify a change in user or participant skills, knowledge, behavior, attitude, status, or life condition as a significant goal. Additional information about OBE is available on the IMLS Web site at http://www.imls.gov/grants/current/crnt_obe.htm or on request from IMLS. The IMLS online project planning tutorial for National Leadership Grants, available on the IMLS Web site at http://e-services.imls.gov/project_planning, also includes information about OBE. IMLS provides a two-day course on OBE for recipients of National Leadership Grants. Applicants are required to request travel funds to attend this training and other IMLS-designated meetings. Applicants should budget $2,000 per year for this purpose, or $4,000 per year for partnership projects.

COPYRIGHT/ WORK PRODUCTS

IMLS requires acknowledgment of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. With written permission, the recipient may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that grantees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects. Metadata for digital collections must be provided for the IMLS Digital Collection Registry.

ANNOUNCEMENT OF AWARD

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in mid-September.

PAYMENT, ACCOUNTING, MANAGEMENT, AND REPORTING PROCEDURES

A federal accounting office handles the payment of National Leadership Grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of OMB audit requirements. In addition, governmentwide uniform grant administrative rules and requirements apply.

Grant recipients are required to submit six-month performance reports as well as annual financial status reports. They are also required to submit a final performance report and a final financial report.

CATEGORIES OF FUNDING

Advancing Learning Communities

Deadline:	February 1, 2006
Amount of Grant:	$25,000 – $1,000,000 (museums) $50,000 – $1,000,000 (libraries)
Grant Period:	Up to Three Years
Cost Sharing:	One-to-one from nonfederal sources for requests greater than $250,000. Cost sharing of at least one-third is encouraged for requests at or below $250,000. For research projects, see Research and Demonstration category, page 2.6.
Eligibility:	Lead applicant must be an eligible library or museum as described on pages 1.2–1.3.
Program Contacts:	For Libraries: Susan Malbin (202) 653-4768, smalbin@imls.gov For Museums: Dan Lukash (202) 653-4644, dlukash@imls.gov

OVERVIEW

The purpose of this category is to create new opportunities for libraries and museums to engage with other educational and community organizations to mutually support the educational, economic, and social needs of learners of all ages. Learning communities can be established without regard to geographic boundaries; they can exist virtually or in a particular place or places. Successful projects will meet clearly defined community needs and will effectively engage communities in learning through the services of museums and libraries. Communities may include both formal and informal learning networks, from scholarly communities to networks of families, teachers, students, caregivers, and others, including groups that cross generational and other social boundaries.

Collaborative projects are encouraged, where appropriate. Partners may include community organizations, public media, and institutions and agencies that promote learning, in addition to libraries, archives, museums, or other cultural heritage organizations. The lead applicant must be an eligible entity.

NEW IMLS INITIATIVE ON YOUTH SERVICES

This year, IMLS especially encourages applications for projects that address youth development. The goal is to build a community of practice, identify best practices, and develop evaluation methodologies for libraries and museums working with youth. For the purposes of this initiative, IMLS has defined "youth development projects" as those projects that provide services to youth ages 9 to 19, that engage them in activities with social and civic value, that establish pathways toward increasing independence and responsibility, and that improve skills and contribute to overall well-being. Projects may be based in school or out of school, may focus on particular disciplines (e.g., art, history, science) or skills (e.g., literacy, character development, technology); may provide services to underserved or disadvantaged youth (e.g., rural, tribal, low-literacy); or may engage youth in cross-cultural or intergenerational activities. The IMLS Web site (www.imls.gov) provides additional resources to support this initiative, including highlights of previously funded projects, reading lists, and research.

PRIORITIES

IMLS particularly encourages projects that:

- develop or enhance programs to provide services to youth ages 9 to 19;
- develop or enhance programs to enhance learning within audiences with special needs, such as seniors and persons with language, physical, or other challenges to service;
- effectively engage communities in learning through the services of museums and libraries; communities may include families, teachers, students, caregivers, and others, especially in groups that cross generational and other social boundaries;
- enhance learning by exploring the relationship between digital and physical learning experiences; or
- create learning through innovative approaches to delivering library and museum content and services through new technologies, such as the Internet2 network, or through imaginative uses of commonly available technologies.

Building Digital Resources

Deadline:	February 1, 2006
Amount of Grant:	$25,000 – $1,000,000 (museums) $50,000 – $1,000,000 (libraries)
Grant Period:	Up to Three Years
Cost Sharing:	One-to-one from nonfederal sources for requests greater than $250,000. Cost sharing of at least one-third is encouraged for requests at or below $250,000. For research projects, see Research and Demonstration category, page 2.6.
Eligibility:	Lead applicant must be an eligible library or museum as described on pages 1.2–1.3.
Program Contacts:	For Libraries: Martha Crawley (202) 653-4667, mcrawley@imls.gov For Museums: Dan Lukash (202) 653-4644, dlukash@imls.gov

OVERVIEW

The purpose of this category is to support the creation, use, preservation, and presentation of significant digital resources as well as the development of tools to manage digital assets.

Collaborative projects are encouraged, where appropriate. Partners may include community organizations, public media, and institutions and agencies that promote learning in addition to libraries, archives, museums, or other cultural heritage organizations. The lead applicant must be an eligible entity.

NEW IMLS INITIATIVE ON YOUTH SERVICES

This year, IMLS especially encourages applications for projects that address youth development. The goal is to build a community of practice, identify best practices, and develop evaluation methodologies for libraries and museums working with youth. For the purposes of this initiative, IMLS has defined "youth development projects" as those projects that provide services to youth ages 9 to 19, that engage them in activities with social and civic value, that establish pathways toward increasing independence and responsibility, and that improve skills and contribute to overall well-being.

Projects may be based in school or out of school, may focus on particular disciplines (e.g., art, history, science) or skills (e.g., literacy, character development, technology); may provide services to underserved or disadvantaged youth (e.g., rural, tribal, low-literacy); or may engage youth in cross-cultural or intergenerational activities. The IMLS Web site (www.imls.gov) provides additional resources to support this initiative, including highlights of previously funded projects, reading lists, and research.

PRIORITIES

IMLS particularly encourages projects that:
- develop or enhance programs to provide services to youth ages 9 to 19;
- develop tools or resources to improve access and usability of digital resources for audiences with special needs, such as seniors and persons with language, physical, or other challenges to service;
- improve or broaden community access to museum and/or library resources through innovative approaches and/or improved practice for digital resources;
- demonstrate approaches that effectively preserve or archive digital media;
- help individuals and organizations manage, present, and/or use digital assets effectively through authoring, annotation, personalization, or other tools;
- demonstrate and evaluate the effectiveness of large-scale collaborative approaches to managing and preserving digital resources, especially projects of a statewide, multistate, thematic, or national scope; or
- test, or develop and test, business or service models for sustaining digital assets.

Research and Demonstration

Deadline: February 1, 2006

Amount of Grant: $25,000 – $1,000,000 (museums)
                              $50,000 – $1,000,000 (libraries)

Grant Period: Up to Three Years

Cost Sharing: Because research benefits the museum, library, and information sciences communities more than any one institution, IMLS does not require a one-to-one cost sharing for research proposals. However, applicants for research grants are encouraged to provide at least one-third of the total cost of the project from nonfederal sources. Research projects will remain subject to evaluation on contributions. Demonstration projects remain subject to cost-sharing requirements for requests greater than $250,000.

Eligibility: Lead applicant must be an eligible library or museum as described on pages 1.2–1.3.

Program Contacts: For Libraries:
                              Martha Crawley
                              (202) 653-4667, mcrawley@imls.gov

                              For Museums:
                              Dan Lukash
                              (202) 653-4644, dlukash@imls.gov

OVERVIEW

The purpose of this category is to help libraries and museums increase their impact by supporting research on issues of national concern and demonstrating new solutions to real-world problems. Successful projects will contribute to understanding how learning takes place in museums and libraries and how people's ability to use library and museum resources effectively can be improved.

Collaborative projects are encouraged, where appropriate. Partners may include community organizations, public media, and institutions and agencies that promote learning in addition to libraries, archives, museums, or other cultural heritage organizations. The lead applicant must be an eligible entity.

NEW IMLS INITIATIVE ON YOUTH SERVICES

This year, IMLS especially encourages applications for projects that address youth development. The goal is to build a community of practice, identify best practices, and develop evaluation methodologies for libraries and museums working with youth.

For the purposes of this initiative, IMLS has defined "youth development projects" as those projects that provide services to youth ages 9 to 19, that engage them in activities with social and civic value, that establish pathways toward increasing independence and responsibility, and that improve skills and contribute to overall well-being. Projects may be based in school or out of school, may focus on particular disciplines (e.g., art, history, science) or skills (e.g., literacy, character development, technology); may provide services to underserved or disadvantaged youth (e.g., rural, tribal, low-literacy); or may engage youth in cross-cultural or intergenerational activities. The IMLS Web site (www.imls.gov) provides additional resources to support this initiative, including highlights of previously funded projects, reading lists, and research.

PRIORITIES

Research

Both basic and applied research projects are encouraged. Research proposals should pose a question and explain through the plan of work how the question will be investigated, how the data will be gathered and analyzed, and how the results will be evaluated and disseminated. Successful proposals will place the proposed work within the context of current research. Applied research may include testing in a real-world environment, but must be carried out through investigative methodology. Results of research must be generalizable and of broad benefit to the library or museum fields.

Demonstration

Demonstration projects test potential solutions to problems in library and museum service. Proposals should develop and/or test either one potential solution to a problem or more than one solution, with evaluation and testing in a real-world environment.

IMLS particularly encourages projects that:
- develop or enhance programs to provide services to youth ages 9 to 19;
- investigate ways to improve services to audiences with special needs, such as seniors and persons with language, physical, or other challenges to service;
- enhance library and/or museum services, including preservation, through the effective and efficient use of new and appropriate technologies;
- collaboratively develop, document, and disseminate information about new standards for library or museum services, or substantive revisions of existing standards;
- evaluate the impact of libraries and library services and/or museums and museum services on users or communities;
- increase knowledge about users' information needs, expectations, and behaviors;
- investigate or develop systems of knowledge organization, such as taxonomies and ontologies, to enhance information discovery;
- investigate issues such as knowledge integration, digital preservation, interoperability, or the integration of digital and physical experiences (e.g., see the discussion in "Report of the Workshop on Opportunities for Research on the Creation, Management, Preservation and Use of Digital Content" [http://www.imls.gov/pubs/pdf/digitalopp.pdf]); or
- develop pilot projects or programs in data curation. Data curation includes the authentication, archiving, management, preservation, retrieval, and representation of high-quality digital data for use and reuse over time. No limitations on topic or data format are imposed. Successful proposals will involve data repositories of sufficient scale and complexity to provide a rich test bed for investigation.

Selecting the Appropriate Category

- Advancing Learning Communities
- Building Digital Resources
- Research and Demonstration

Consider project goals, tasks, and costs when selecting a funding category. Project goals and activities, and the preponderance of the project costs, should match the overview description for the chosen category as closely as possible.

For example, if the primary purpose of a project is to increase use of historical photographs in a library by providing high school students with online access to digitized images and the bulk of the funding requested is for digitizing the collection, the project should be submitted in the Building Digital Resources category. Choose Advancing Learning Communities if the primary purpose of the project is for a library to partner with a museum and a school system to teach students to use online materials, and the bulk of the funding requested is for workshops, classroom demonstrations, and museum visits.

All proposals for formal research projects, regardless of topic, should apply under the Research and Demonstration category. Proposals under other categories will not be permitted to claim the lower cost-sharing requirements allowed under Research and Demonstration. In this category, only those proposals for which the preponderance of funds is directed to research may use the Research designation.

Regardless of the category selected, all proposals that include digitization tasks must include the form Specifications for Projects That Develop Digital Products (see pp. 5.10–5.13).

Prospective applicants for National Leadership Grants may find the following resources helpful as they develop project ideas:

- "The 21st Century Learner" at http://www.imls.gov/pubs/pdf/pub21cl.pdf.
- "Report of the Workshop on Opportunities for Research on the Creation, Management, Preservation and Use of Digital Content" at http://www.imls.gov/pubs/pdf/digitalopp.pdf.
- IMLS' Digital Corner provides links to resources, conference proceedings, and grant lists at http://www.imls.gov/digitalcorner/index.htm.
- Lists of past recipients of National Leadership Grants—search grants lists at http://www.imls.gov/search.asp and profiles of successful IMLS grantees at http://www.imls.gov/closer/cls_hilt.htm.

Beginning in 2005, IMLS established three categories of NLG funding that broadly relate to the types of projects supported in prior NLG competitions. Applicants who have past experience with the NLG program may use the following chart as a general reference to understand the new organization of NLG funding categories. It is important to remember that this is a general guide only, and that depending on the goal and design of the project, the project could be appropriate to more than one category.

2006 National Leadership Grant (NLG) Category	2004 Library NLG Category	2004 Museum NLG Category	What's NEW
Advancing Learning Communities	• Library and Museum Collaboration	• Library and Museum Collaboration • Museums in the Community • Professional Practices	Collaboration is no longer a separate category; projects in any category are encouraged to include substantive multi-organization collaboration.
Building Digital Resources	• Library and Museum Collaboration (digitization) • Preservation or Digitization	• Library and Museum Collaboration • Museums Online • Professional Practices	Nondigital library preservation projects should apply under Research and Demonstration.
Research and Demonstration	• Research and Demonstration	• Library and Museum Collaboration • Professional Practices	Museum Research and Demonstration projects are now eligible. Museum conservation research projects should continue to apply under Conservation Project Support (see separate guidelines); all other research projects apply under this category.
Education and training projects for staffing should apply under the Laura Bush 21st Century Librarian Program or the 21st Century Museum Professionals program (see separate guidelines).			

Please note that in FY 2006, IMLS and the Corporation for Public Broadcasting (CPB) offer the Partnership for a Nation of Learners (PNL) Community Collaboration Grants as a joint funding initiative under the auspices of the National Leadership Grant program. The initiative's goal is to encourage museums, public broadcasting licensees, and libraries to fulfill their educational and community roles more effectively through meaningful content and service collaborations.

The Partnership for a Nation of Learners will include an IMLS-managed grant program to support local, community-based collaborations. Collaborations must include at least one museum or library and one public broadcasting licensee. While NLG grants are awarded to innovative models that are replicable for a national audience, PNL Community Collaboration Grants serve the needs of a local community.

PNL Community Collaboration Grant guidelines are available for this initiative on the IMLS Web site at http://www.imls.gov/grants/appl/index.htm. Applicants should **not** use these NLG guidelines to prepare their PNL proposal. Eligible applicants include museums, libraries, and public broadcasting licensees. Grant amounts range from $25,000 to $250,000. The 2006 application deadline is March 1, 2006. For more information, see www.partnershipforlearners.org.

THE
APPLICATION

Application Review Process

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see Eligibility, pp. 1.2–1.3). Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

Institutions may submit multiple proposals, but the same proposal may not be submitted to more than one category or program. An institution may apply as a lead applicant in one category and serve as a partner on other applications without jeopardizing its chances of funding.

All eligible and complete applications will be competitively reviewed. All eligible applications for National Leadership Grants will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities and types of organizations identified in the proposed projects, and will be drawn from professionals in the field and from the areas of expertise required. The IMLS director will make funding decisions based on the evaluations by reviewers, the types of projects encouraged by IMLS, and the overall goals of the National Leadership Grants program and of IMLS.

Reviewers will be instructed to evaluate the proposed projects according to the criteria identified in these guidelines. Applicants should address all criteria in the application Narrative, with additional substantiation provided by appropriate attachments and supporting material, as needed.

Examples of funded projects can be found on the IMLS Web site. For museum projects, go to http://www.imls.gov/grants/museum/mus_nlgm.asp. For library projects, go to http://www.imls.gov/grants/library/lib_nlgl.asp.

Application Evaluation Criteria

National Leadership Grants are intended for projects that are innovative and even risk-taking. They are not intended to support basic operational needs.

The most successful National Leadership Grants proposals result from careful planning, including identification of a problem, assessment of potential solutions, development of a proposed approach, gathering of key people and resources to test or demonstrate proposed solutions, and a plan to evaluate results. Partnerships among institutions to achieve a broader vision and leverage resources are encouraged in all categories to maximize the impact of federal funding.

Successful proposals demonstrate a clear sense of how projects benefit their communities and contribute to their professions. The most competitive projects provide creative solutions to problems of national importance and develop models for other organizations to adapt or emulate to extend the benefit of federal support.

An idea need not be entirely new to exhibit leadership potential and have innovative impact. The best proposals may improve on or extend previous work in an interesting and significant way. Successful proposals will explain how a proposed project builds on an existing base of knowledge, including previous projects and/or published literature, and how results will benefit the professional community as well as the public. Institutions of all sizes and types are encouraged to develop projects that meet the specific needs of their counterparts across the country.

> **Applicants are encouraged to take the IMLS Project Planning Tutorial on the IMLS Web site at http://e-services.imls.gov/project_planning/.**

1. ASSESSMENT OF NEED

Describe the project's intended audience and the audience needs that the project serves. Discuss how the project will benefit this audience either through direct service or through increased knowledge. Explain who will be able to use the new model created by this project.

Evaluation Criteria: Evidence that the applicant has identified an audience, performed a formal or informal assessment of its needs, is aware of similar projects completed by other institutions, and has developed the project and its goals as the best solution to answer those needs.

Research proposals should frame the project in the context of current research and explain what this project will contribute to the library and/or museum fields.

2. NATIONAL IMPACT AND INTENDED RESULTS

Describe how the project innovatively addresses current issues that concern the library and/or museum fields and will have a lasting impact on those field(s). Describe how the significance of results will be determined.

Evaluation Criteria: Degree to which the project reflects an understanding of current issues related to library or museum services, creatively addresses issues facing museums or libraries of similar size or discipline, and envisions change in the field that could result from the project. Degree to which the project is likely to have a far-reaching impact through results or products that serve multiple institutions and constituencies, or evidence that the project is of sufficient scope to effect systemic change within and across organizations. Evidence that the project will create, implement, and document workable models that have the potential for successful, widespread adaptation where appropriate or will produce far-reaching results. Degree to which project processes or outcomes have potential applications in other settings and are made available so that others may adapt them for their own use. Leadership proposals may carry a risk of failure, but should demonstrate how potential benefits outweigh risks.

For projects involving digital collections, in addition to the above, evidence that the project demonstrates interoperability in its broadest context and potential for integration into larger scale initiatives.

For research projects, evidence that the results will be generalizable and useful to the library and/or museum communities.

3. PROJECT DESIGN AND EVALUATION PLAN

Describe the scope of the project, including project goals, the project planning process, the specific activities to implement the project, and the expected results. Describe relationship of the project to any similar projects completed by other institutions in the library or museum fields. Describe the design, integration, and implementation of an assessment method that will measure project outcomes, findings, or products, and show how this project will advance the state of the art of library, information, and museum science.

Evaluation Criteria: Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its clear goals and objectives. Evidence that the methodology and design are appropriate to the scope of the project. Evidence that the project uses existing or emerging standards or best practices in the technical area to which the project relates. Evidence that the evaluation plan ties directly to project goals through measurable project outcomes, findings, or products. Evidence that evaluation will provide reliable information on which to judge impact or base actions.

For research projects, proposals should pose the research questions clearly, explain through the plan of work how the questions will be investigated, how data will be gathered and analyzed, and how results will be evaluated. The proposal should provide evidence that results are likely to be valid, reliable, and generalizable.

4. PROJECT RESOURCES: BUDGET, PERSONNEL, AND MANAGEMENT PLAN

Describe institutional responsibilities for the project's implementation and management. Describe personnel who will complete project activities, and discuss their qualifications and commitment to the project activities, particularly if they have other,

ongoing duties. Discuss the budget allocated to accomplish project activities, including cost sharing. If the project includes a partnership, discuss contributions to and benefits from the project for both the applicant and partner organizations, and explain how information will be shared and decisions will be made.

Evaluation Criteria: Evidence that the applicant will effectively complete the project activities through the deployment and management of resources including money, facilities, equipment, and supplies. A cost-efficient budget that uses appropriate resources to fulfill the cost-sharing requirement. Evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities.

If the project includes partnerships, evidence that all partners are active contributors to and beneficiaries of the partnership activities.

5. DISSEMINATION

Describe how the library and/or museum fields will be able to learn about the project. Discuss how this communication will use a variety of appropriate media and will reach appropriate audiences. Describe how new products and services will reach the audiences described in criterion 1, Assessment of Need (see p. 3.3).

Evaluation Criteria: Extent to which the results, products, models, findings, processes, or benefits of this project will be made transparent and accessible through effective communication channels in the museum and/or library fields, and, where appropriate, other professional organizations and communities. Examples include, but are not limited to, conference presentations, publications, Web sites, and community outlets. Multiple dissemination methods are desirable.

6. SUSTAINABILITY

Describe how the applicant will continue to support the project or its results and/or the new model beyond the grant period.

Evaluation Criteria: Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, Web sites, and development of institutional expertise and capacity, or through broad long-term access to project products. Extent to which project will lead to systemic change within the institution as well as within the museum and/or library field.

For projects involving digitization, in addition to the above, the effectiveness of project plans to preserve and sustain digital materials.

For research projects, the extent to which project findings are made broadly accessible and enter into the knowledge base of the library and/or museum fields.

Guidance for Projects That Develop Digital Products

In the proposal narrative, include a description of the subject matter and its significance, including relationships to related digital content. Explain how the material to be included in the project was or will be selected. Describe the additional value that any digital conversion or repurposing will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover any new digital material. The application also includes a form, Specifications for Projects That Develop Digital Products (see p. 5.10), that must be completed and submitted with the application.

INTEROPERABILITY

Project design should demonstrate the use of existing standards and best practices for digital material where applicable, and products should be interoperable with other digital content. Grantees creating digital collections are expected to participate in the IMLS Digital Collection Registry currently operated by the University of Illinois at Urbana-Champaign. The Grainger Library has created a registry and a metadata repository of collections digitized with IMLS funding. (See the project site at http://imlsdcc.grainger.uiuc.edu/about.htm.)

DIGITIZATION PLANS

Projects that include digital conversion are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application.

RESOURCES FOR DIGITIZATION PROJECTS

IMLS has published "A Framework of Guidance for Building Good Digital Collections" as a resource for applicants planning digital projects, and which is now maintained by the National Information Standards Organization (NISO). Available at http://www.niso.org/framework/Framework2.html, the second edition of this document contains links to many Web sites with useful information for planning and implementing digital projects. IMLS offers a wealth of information, including lists of funded digital projects, at the Digital Corner on the IMLS Web site at http://www.imls.gov/digitalcorner/index.htm.

The list of resources below is provided to assist you in learning more about digital projects, and is neither exhaustive nor an endorsement by IMLS of any particular resource.

TRAINING

Many universities, organizations, and businesses provide training in digitization and related topics. The following are examples only—check the general resource lists for leads to more training opportunities and the topic lists below for training resources in specific subject areas.

- http://www.library.cornell.edu/preservation/tutorial/contents.html—Moving Theory into Practice: Digital Imaging Tutorial, by Cornell University Department of Preservation and Collections Maintenance.
- http://www.solinet.net/digital_services/ds_templ.cfm?doc_id=2506—SOLINET (Southeastern Library Network) offers training in digital imaging, copyright, digital preservation, and other related topics.

■ http://www.oclc.org/education/workshops/default.htm—OCLC (Online Computer Library Center) provides seminars, workshops, and online training in digital projects, preservation, copyright, and other topics related to digitization.

G E N E R A L

■ http://www.cdpheritage.org/resource/index.html—The Collaborative Digitization Program's Web site (born as the Colorado Digitization Project) has a page devoted to digitization resources that includes information about copyright, metadata, digitization standards, and administrative concerns.

■ http://memory.loc.gov/ammem/ftpfiles.html—Building Digital Collections: Technical Information and Background Papers, Library of Congress American Memory Project.

■ http://www.archives.gov/research/arc/techguide-raster-june2004.pdf—Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files–Raster Images, by Steven Puglia, Jeffrey Reed, and Erin Rhodes, U.S. National Archives.

■ http://library.amnh.org/diglib/index.html—The American Museum of Natural History's Digital Library Project Web site has information on and links to resources on many topics, such as planning, standards, and digital resources management.

■ http://sunsite.berkeley.edu/imaging—Digitizing Images and Text, the Berkeley Digital Library portal, links to resources on digitization projects, resources, and tools.

■ http://www.mainememory.net/home.shtml—The Maine Memory Network provides guidance and resources for its contributing cultural institutions such as libraries, museums, archives, and historical societies.

■ http://images.library.uiuc.edu/resources/links.htm—The University of Illinois at Urbana-Champaign Digital Imaging Media Technology Initiative provides resources about many digitization topics, including a listing of current imaging programs, organizations, and committees.

■ http://www.chin.gc.ca/English/index.html—The Canadian Heritage Information Network has information on creating and managing digital content.

■ http://www.nedcc.org/digital/tofc.htm—The Handbook for Digital Projects: A Management Tool for Preservation and Access, a Northeast Document Conservation Center site, offers nine chapters of a handbook on project management, scanning, copyright issues, technical topics, best practices, vendor relations, and longevity. Includes many links to related sites.

■ http://www.diglib.org/publications.htm—The Digital Library Federation has publications on a range of topics including digital image management and preservation.

■ http://www.rlg.org/en/page.php?Page_ID=12081—The Research Library Group's DigiNews, a bimonthly Web-based newsletter.

■ http://www.asis.org/Bulletin/Jun-04/index.html—The Bulletin of the American Society for Information Science and Technology, vol. 30, no. 5, June/July 2004, contains a special section about online museum information.

■ http://lists.mdch.org/bin/listinfo/digistates—DigiStates online discussion list for people working on collaborative statewide projects for the digitization of cultural heritage resources.

METADATA

- http://www.niso.org/standards/resources/Metadata_Demystified.pdf—Metadata Demystified, by Amy Brand, Frank Daly, and Barbara Meyers (The Sheridan Press and NISO Press, 2003).
- http://www.getty.edu/research/conducting_research/standards/intrometadata/index.html—Introduction to Metadata: Pathways to Digital Information, edited by Murtha Baca (Getty Research Institute, 2000).
- http://www.rlg.org/en/page.php?Page_ID=214—Descriptive Metadata Guidelines for RLG Cultural Materials, by the Research Library Group.
- http://oai-best.comm.nsdl.org/cgi-bin/wiki.pl?TableOfContents—Best Practices for OAI Data Provider Implementations and Shareable Metadata, by the Digital Library Federation/National Science Digital Library.
- http://www.utah.edu/cpbmetadata/PBCore/—PBCore: Public Broadcasting Metadata Dictionary, for public broadcasters' television, radio, and Web activities.

PRESERVATION OF DIGITAL MATERIAL

- http://www.library.cornell.edu/iris/tutorial/dpm—Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems, a tutorial by the Cornell University Department of Preservation and Collections Maintenance.
- http://www.dlib.org—D-Lib Magazine has many articles on preservation of digital materials.

INTELLECTUAL PROPERTY

- http://www.umuc.edu/distance/odell/cip—Center for Intellectual Property and Copyright in the Digital Environment, by the Office of Distance Education and Lifelong Learning at the University of Maryland University College.
- http://www.copyright.iupui.edu/—Copyright Management Center (CMC), Indiana University–Purdue University Indianapolis.

UNIVERSAL ACCESS

- http://www.w3.org/WAI/—The World Wide Web Consortium's guidance and resources on Web accessibility for people with disabilities.
- http://trace.wisc.edu/world/web—Designing More Usable Web Sites. The Trace Center presents resources on universally accessible Web guidelines, compliance with Section 508, and forums for discussing accessibility issues.
- http://webaim.org/—WebAIM is a nonprofit organization within the Center for Persons with Disabilities at Utah State University.

Completing the Application

An application requesting National Leadership Grants support should include the following materials organized in the order listed:
1. Face Sheet
2. National Leadership Grants Program Information form
3. Application Checklist
4. Abstract
5. Narrative
6. Schedule of Completion
7. Project Budget (Detailed, Summary, and Budget Justification)
8. Current, federally negotiated rate for indirect costs, if applicable
9. Specifications for Projects That Develop Digital Products, if applicable
10. Partnership Statement, if applicable
11. Proof of nonprofit status, if applicable
12. Organizational Profile
13. Resume(s) of key project personnel
14. Attachments
15. Electronic version of items 4, 5, and 9 on a 3.5-inch disk or a CD.

Please see page 4.2 for more information.

The applicant must submit one unstapled, loose-leaf original (with original signature of authorized representative/authorizing official), plus 10 copies of the entire application (1 + 10 = 11), plus two additional copies of the Face Sheet, the National Leadership Grants Program Information form, and the Abstract. Do not place the original or the copies in binders or notebooks.

Applicants are required to submit an electronic copy of items 4, 5, and 9 on a 3.5-inch disk or a CD, formatted as a text file (.txt) or a rich text file (.rtf). Be sure to include institution and project contact information as a file on your disk. No submitted application materials will be returned.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically, but may be completed online and then printed on the applicant's printer and shipped. **Caution:** The forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit http://www.imls.gov/grants/appl/index.htm. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

FACE SHEET

The Face Sheet is provided as pages 5.3–5.4 in the Application Forms section of this document. Use or replicate this form. This page is available as a fill-in form on the IMLS Web site.

INSTRUCTIONS

Item 1: Applicant Organization
Enter the name of the organization that is making application to IMLS, and provide the organization's mailing address, Zip + 4, congressional district, Web address, and the organization's DUNS and TIN numbers.

Item 2: Project Information
Enter the title of the project (200 characters maximum) and a brief description of the project (1,000 characters maximum).

Enter the project's starting date (must be the first day of the month in which grant activities are scheduled to begin). Enter the project's ending date (the last day of the month in which these activities will be completed).

Item 3: Project Director
Enter the name, address, and contact information of the person (project director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the process achieved under the grant.

Item 4: Primary Contact/Grants Administrator
If applicable, enter the name, address, and contact information of the grants administrator or the person controlling the disbursement of funds. If the project director is administering funding, check the box and proceed to item 5.

Item 5: Type of Applicant
Check the one type of applicant organization that applies to the lead applicant.

Item 6: Authorized Representative/Authorizing Official
Enter the name of the official who has the authority to apply for federal support of the institution's activities and enter into legal agreements in the name of the institution. Have that individual sign the original copy of the Face Sheet. (In those rare instances when a person who would normally serve as the authorized representative/authorizing official also is the project director, the name, title, address, etc., of the person to whom the project director reports—e.g., the board chair—should be entered here and that person should sign the application.)

NLG INFORMATION FORM

The National Leadership Grants (NLG) Program Information form is provided as pages 5.5–5.6 in the Application Forms section of this document. Use or replicate this form. This page is available as a fill-in form on the IMLS Web site.

INSTRUCTIONS

Item 1: Organizational Unit

If the organizational unit that will carry out the proposed project is different than the applicant organization cited in item 1 on the Face Sheet, provide the name, address, and other requested information for the organizational unit on this form. For example, if a museum that is part of a parent organization such as a university is applying for a grant, the university is the legal applicant and the museum is the organizational unit. If this is not applicable, skip this item and proceed to item 2.

Item 2: Partners

Enter the name(s) of the official partner(s) of the applicant organization.

Item 3: Type of Applicant

Check the one type of organization that best describes the applicant organization.

Item 4: University Control

Check "Yes" if the applicant organization is a university or is part of a university.

Item 5: Governing Control

Check one type of governing control of the applicant organization.

Items 6–8: Amounts

Enter the total amount requested from IMLS, the amount of matching funds (cost share), and the total projected cost for the project.

Item 9: Nonfederal Income (Museums)

For museum applicants, enter the museum's **nonfederal** operating income for the last complete fiscal year.

Item 10: Project Category

Check one type of project category. Only those proposals for which the preponderance of funds is directed to research may use the Research designation.

APPLICATION CHECKLIST

The Checklist is provided as page 5.2 in the Application Forms section of this document. This page is available as an electronic fill-in form on the IMLS Web site (see p. 3.9). Use the Checklist to help you arrange the sections of the application in the correct order.

ABSTRACT

Provide an abstract of no more than one single-spaced page (600-word maximum), addressing the following questions in a narrative format:

- Who is the lead applicant and who are the formal partners?
- What is the time frame for the project?
- What community need(s) will the partnership project address?
- Who is the intended audience for the activities?
- What will be the partnership project's activities, outcomes, and tangible products?
- What are the intended outcomes for audience members, in terms of measurable changes in knowledge, attitudes, or behavior?

NARRATIVE

A well-designed proposal narrative is thorough and succinct while addressing all the evaluation criteria. Detailed budget discussions should be included in the Budget Justification. Planning documents that informed the project design, such as needs assessments or digitization plans, should be attached as appendixes. Applicants are encouraged to take the online tutorial that IMLS has developed, which is available at http://e-services.imls.gov/project_planning.

The application Narrative must be no more than 10 pages, should address the Evaluation Criteria as listed on pages 3.3–3.5 in the order presented there, with each response numbered, and must:

- conform to the space limits of 10 single-spaced, one-sided pages,
- use 8.5- by 11-inch paper,
- leave a margin of at least 0.5 inch on all sides,
- be printed on only one side of each page,
- have each page numbered, and
- be printed in a 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

SCHEDULE OF COMPLETION

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. A Sample Schedule of Completion is provided on page 5.14. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (pp. 5.3–5.4) and budget pages (pp. 5.7–5.9). The applicant need not follow the sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

BUDGET

The IMLS National Leadership Grant application includes three elements to describe the costs of a proposed project: a Detailed Budget form for each year of the project, a Summary Budget form that describes costs for the entire project, and a Budget Justification that explains all components of the Detailed Budget form.

DETAILED BUDGET

Project Costs

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the

grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Indirect Costs below) are not charged to the project as direct costs.

Fringe Benefits

Fringe benefits may include contributions for Social Security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

Travel Costs

The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

Equipment

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

Services

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization.

Indirect Costs (Overhead)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

- Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget, but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must

be careful to exclude all indirect cost–type items from the budget and the fee may not be applied to more than the first $5,000 of distorting costs such as equipment purchases or subcontracts.

- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

- An organization that will function as a partner in undertaking grant activities may charge an administrative fee to the project of up to 15 percent if it does not have a federally negotiated indirect cost rate that will be current at the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, and the amount provided as cash and in-kind contributions by the applicant, by any partners, and from any other sources in the cost-share column. This page is available as an electronic fill-in form on the IMLS Web site (see p. 3.9) or may be re-created using the same format.

BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role of each person listed in the project budget. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested.

IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

For a list of resources on digitization projects that can help applicants complete this form, see pages 3.6–3.8. This list is intended to assist applicants in learning more about digitization projects and is neither exhaustive nor an endorsement by IMLS of any particular resource.

The Specifications for Projects That Develop Digital Products form is on pages 5.10–5.13. If there is not enough room on the form for your answers, you may copy the questions and provide answers on a separate page.

PART I

Complete the appropriate sections. Select box A, B, C, or any combination of these boxes, depending on the original material you will be working with and the digital products you will develop.

Box A. Converting Nondigital Material to Digital Format

1. Explain the types of original **nondigital** materials you will select for digitization, such as text, photographs, three-dimensional art objects, archaeological artifacts, maps, motion pictures, video, etc., and give the quantity of each type. (For audio, video, and motion picture materials, give the total number of minutes or hours to be digitized.) Describe the original format of each type of material you will digitize.

2. Identify all use or access restrictions covering the original material you will digitize. Check the intellectual property condition and give the corresponding percentage of the original material to be digitized for which restrictions exist.

3. Describe the terms of access and use that will apply to the newly digitized material being created by the project. Identify and explain any restrictions that will apply to the digitized material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (such as cameras with zoom capability, scanners, servers, motorized object rigs, etc.). Equipment and software must be described, whether you will do the digitization in-house or outsource it to a contractor or partner.

Box B. Creating New Digital Content

1. Explain the types of digital content you will **create**, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the quantity of each type.

2. Describe your plan to obtain releases/permissions from project content creators (e.g., filmmakers) and subjects (e.g., oral history interviewees).

3. Describe the disposition of ownership of the new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new product, and specify what percentage if any of the total material will be subject to restrictions.

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (e.g., camera, audio recording equipment, video recording equipment, encoding software, server). Equipment must be described whether you will create the content in-house or outsource it to a contractor or partner.

Box C. Repurposing Existing Digital Content

1. Explain the original materials whose **digital** form you will repurpose, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the number of each type. Describe the **digital format** and the amount of the material you will repurpose.

2. Identify copyright and other potential restrictions with regard to the original digital material. Check the intellectual property condition and give the corresponding percentage of the digital material to be repurposed.

3. Describe the terms of access and use of the repurposed digital material. Identify and explain any restrictions that will apply to the repurposed digital material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project. Equipment must be described whether you will do the repurposing in-house or outsource it to a contractor or partner.

PART II

Answer all questions.

1. Specify the file formats to be produced and the anticipated quality of each format (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate, compression ratio, frames per second). If watermarks or other features will be used, explain. Provide information for Master, Access, and Thumbnail versions.

2. Describe the medium that you will use to deliver the digital material (e.g., Internet streaming or download, broadcast, DVD).

3. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM).

4. Describe your plan for ensuring the technical quality of the digital product.

5. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, Categories for the Description of Works of Art).

6. Describe plans for preserving and maintaining the digital material during and after the grant period. The plan should cover storage systems and media to be used, migration plans, maintenance responsibilities, and commitment of institutional funding support.

7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection and Content Registry. State reasons for selecting alternative approaches.

8. Provide URL(s) for applicant's previously digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections you previously digitized, explain what the differences will be.

PARTNERSHIP STATEMENT

A Partnership Statement form is provided on page 5.15. If a partnering institution is reflected in the budget as contributing financially to the project or receiving grant funds, a signed partnership agreement must be submitted with the application.

PROOF OF NONPROFIT STATUS (IF APPLICABLE)

If the applicant organization is a private, nonprofit organization (if you answered Nonprofit with 501(c)(3) IRS Status, Nonprofit without 501(c)(3) IRS Status, or Other in item 5 of the Face Sheet), you must submit a copy of the IRS letter indicating your organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

APPLICANT(S) ORGANIZATIONAL PROFILE

The applicant and each official partner must provide an Organizational Profile of no more than one page. The Organizational Profile form may be found on page 5.16.

RESUMES

Resumes or vitae of no more than two pages *each* for all key personnel (both staff and consultants) must be included.

ATTACHMENTS

Applicants should include documents that specifically relate to the justification for the project. IMLS strongly encourages inclusion of needs assessments, reports from planning activities, products or evaluations from relevant previously completed or ongoing projects, or other documents to assist in evaluation of the proposal. Separately bound volumes or notebooks submitted as attachments will not be forwarded to reviewers.
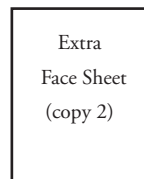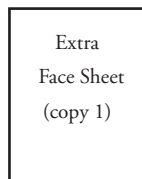
ASSEMBLING
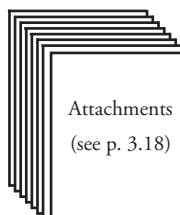## AND
SENDING
THE
APPLICATION

Assembling the Application Package

Review your application package carefully before sending it to IMLS. You must include all of the required items listed below and the proper number of copies. (Each item is described in detail on pp. 3.9–3.18.) Your application is subject to rejection without review if any required item is missing. If you have any questions, contact IMLS at (202) 653-4667 for National Leadership Grants for Libraries, or (202) 653-4644 for National Leadership Grants for Museums.

ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.

| Extra Face Sheet (copy 1) | Extra Face Sheet (copy 2) |

STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION.

| Face Sheet | Program Information form | Application Checklist | Abstract | Narrative |

| Schedule of Completion | Detailed Budget by Year | Summary Budget | Budget Justification | Other Required Docs., if applicable (see items 8–11, p. 3.9) |

| Organizational Profile | Resume(s) (2 pages per person) | Attachments (see p. 3.18) | 3.5-inch disk | CD |

OR
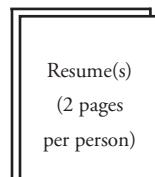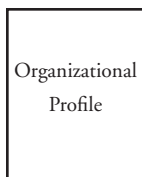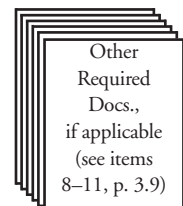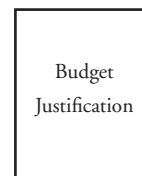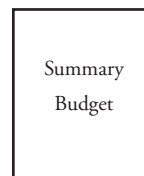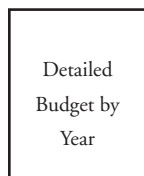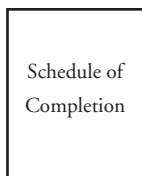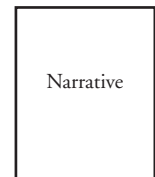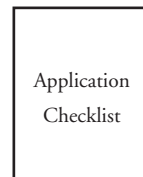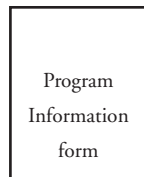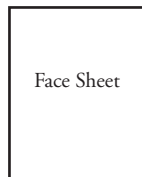
STEP 3: MAKE TEN (10) IDENTICAL SETS (EXCLUDING THE 3.5-INCH DISK OR THE CD) OF THE MATERIAL YOU ASSEMBLED IN STEP 2.

STEP 4: COLLATE YOUR PILES FROM STEPS 1–3.

Extra Face Sheets (2 copies)	Original application	Ten (10) copies of the application
STEP 1	**STEP 2**	**STEP 3**

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

When a library is the lead applicant, proposals should be submitted to the Office of Library Services. When a museum is the lead applicant, proposals should be submitted to the Office of Museum Services.

Ship NLG applications to: Postmark by

National Leadership Grants for Libraries **February 1**
Office of Library Services
Institute of Museum and Library Services
1800 M Street, NW, Ninth Floor
Washington, DC 20036-5802

— OR —

National Leadership Grants for Museums **February 1**
Office of Museum Services
Institute of Museum and Library Services
1800 M Street, NW, Ninth Floor
Washington, DC 20036-5802

SHIPPING

Shipping an application to IMLS:
- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent to IMLS through the U.S. Postal Service is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process may suffer irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

IMLS ACKNOWLEDGMENT

- Within 30 business days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 business days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

PROOF OF SHIPPING

- IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 business days after the postmark deadline, it may not be sent out for review, and may be rejected.

APPLICATION FORMS

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order. This form is available as a fill-in form on the IMLS Web site (see information on electronic forms, p. 3.9).

☐ Face Sheet

☐ National Leadership Grants Program Information form

☐ Application Checklist

☐ Abstract

☐ Narrative

☐ Schedule of Completion

☐ Project Budget
  ☐ Detailed Budget
  ☐ Summary Budget
  ☐ Budget Justification

☐ Current, federally negotiated rate for indirect costs, if applicable

☐ Specifications for Projects That Develop Digital Products, if applicable

☐ Partnership Statement(s), if applicable

☐ Proof of nonprofit status, if applicable

☐ Organizational Profile(s)

☐ Resumes of key personnel (no longer than two pages per person)

☐ Attachments, as appropriate
  ☐ Report from planning activities (e.g., needs assessments, digitization plans)
  ☐ Products or evaluations from previously completed or ongoing projects of a similar nature
  ☐ Other _____

☐ 3.5-inch disk or CD, containing electronic copies of the Abstract, Narrative, and Specifications for Projects That Develop Digital Products, if applicable, formatted as a text file (.txt) or rich text file (.rtf). Be sure to include as a separate file your institution and project contact information.

Face Sheet

1 . APPLICANT ORGANIZATION

Legal Name _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ Congressional District _____

DUNS Number _____ Employer Identification Number (EIN/TIN) _____

Web Address http:// _____

2 . PROJECT INFORMATION

Project Title _____

Project Description _____

_____

_____

_____

_____

Grant Period Start Date _____ End Date_____
    (must begin between 10/1/06–12/1/06)

3 . PROJECT DIRECTOR

Prefix _____ First Name _____ Middle Initial_____

Last Name _____ Suffix _____

Title _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ E-mail _____

Phone_____ Fax _____

4 . PRIMARY CONTACT/GRANTS ADMINISTRATOR
    ❏ **Same as Project Director (skip to item 5)**

Prefix _____ First Name _____ Middle Initial_____

Last Name _____ Suffix _____

Title _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ E-mail _____

Phone_____ Fax _____

CONTINUE TO ITEM 5

5. TYPE OF APPLICANT: CHECK THE ONE THAT APPLIES

❑ State Government
❑ County Government
❑ City or Township Government
❑ Special District Government
❑ Regional Organization
❑ U.S. Territory or Possession
❑ Independent School District
❑ Public/State Controlled Institution of Higher Education
❑ Indian/Native American Tribal Government (Federally Recognized)
❑ Indian/Native American Tribal Government (Other than Federally Recognized)
❑ Indian/Native American Tribally Designated Organization
❑ Public/Indian Housing Authority
❑ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
❑ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
❑ Private Institution of Higher Education
❑ Individual
❑ For-Profit Organization (Other than Small Business)
❑ Small Business
❑ Hispanic-serving Institution
❑ Historically Black Colleges and Universities (HBCUs)
❑ Tribally Controlled Colleges and Universities (TCCUs)
❑ Alaska Native and Native Hawaiian Serving Institutions
❑ Nondomestic (non-U.S.) Entity
❑ Other (specify)_____

6. AUTHORIZED REPRESENTATIVE/AUTHORIZING OFFICIAL

By signing the application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001)   ❑ I Agree

*Certifications and assurances are set forth in the IMLS guidelines for the program to which application is made.

Prefix _____   First Name _____ Middle Initial_____

Last Name _____ Suffix _____

Title _____

E-mail _____ Phone_____ Fax _____

_____   _____
Signature of Authorized Representative/Authorizing Official   Date Signed

National Leadership Grants Program Information

Legal Name (from Face Sheet) _____

1. Organizational Unit (if different from Legal Name): _____
_____

Address 1 _____
Address 2 _____
City _____ State _____ Zip+4/Postal Code _____
Web Address http:// _____

2. Enter the names of official partners of the applicant organization. _____
_____
_____
_____
_____

3. Type of applicant organization (check one):

☐ Academic library
☐ Library association
☐ Museum association
☐ Museum library
☐ Museum education program at an institution of higher education
☐ Museum studies program at an institution of higher education
☐ Public library
☐ Research library/archives
☐ School library or school district applying on behalf of a school library or libraries
☐ School of library and information science
☐ Special library
☐ State library agency

☐ State museum library
☐ Institution of higher education other than listed above
☐ Aquarium
☐ Arboretum/botanical garden
☐ Art museum
☐ Children's/youth museum
☐ General museum*
☐ History museum
☐ Natural history museum
☐ Planetarium
☐ Science/technology museum
☐ Zoo
☐ Specialized museum**
☐ Other, please specify: _____

* A museum with collections representing two or more disciplines equally (e.g., art and history).
** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

4. Is the applicant organization university controlled?   ☐ Yes   ☐ No

5. Governing control of the applicant (choose one):
☐ State   ☐ County   ☐ Municipal   ☐ Private Nonprofit   ☐ University   ☐ Tribal government
☐ Other (please specify): _____

6. Amount Requested: $_____

7. Cost Share Amount: $_____

8. Total NLG Project Costs: $_____

9. For museum applicants, provide the nonfederal operating income for the most recently completed fiscal year: _____ (year), $_____.00

10. Check one type of project:
    ☐ Advancing Learning Communities
    ☐ Building Digital Resources
    Research and Demonstration:
    ☐ Research
    ☐ Demonstration

IMLS Staff Use Only:
First check: ☐ Complete   ☐ Incomplete _____ Initials/Date
Second check: ☐ Complete   ☐ Incomplete _____ Initials/Date

Project Budget Form

SECTION 1: DETAILED BUDGET

Year ❏1 ❏2 ❏3 - Budget Period from _____ to _____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.12–3.15 BEFORE PROCEEDING.

SALARIES & WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	( )	_____	____	____	____
_____	( )	_____	____	____	____
_____	( )	_____	____	____	____
_____	( )	_____	____	____	____
		TOTAL SALARIES AND WAGES $	____	____	____

SALARIES & WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	( )	_____	____	____	____
_____	( )	_____	____	____	____
_____	( )	_____	____	____	____
_____	( )	_____	____	____	____
		TOTAL SALARIES AND WAGES $	____	____	____

FRINGE BENEFITS

RATE	SALARY BASE	IMLS	COST SHARE	TOTAL
_____ % of $	_____	____	____	____
_____ % of $	_____	____	____	____
_____ % of $	_____	____	____	____
_____ % of $	_____	____	____	____
	TOTAL FRINGE BENEFITS $	____	____	____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	COST SHARE	TOTAL
_____	____	____	____	____	____
_____	____	____	____	____	____
_____	____	____	____	____	____
_____			____	____	____
		TOTAL CONSULTANT FEES $	____	____	____

TRAVEL

FROM/TO	NUMBER OF: PERSONS	DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	COST SHARE	TOTAL
_____	( )	( )	_____	_____	____	____	____
_____	( )	( )	_____	_____	____	____	____
_____	( )	( )	_____	_____	____	____	____
_____	( )	( )	_____	_____	____	____	____
			TOTAL TRAVEL COSTS $		____	____	____

Project Budget Form
SECTION 1: DETAILED BUDGET (CONTINUED)
Year ❏1 ❏2 ❏3

MATERIALS, SUPPLIES, & EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL MATERIALS, SUPPLIES, & EQUIPMENT COSTS $ _____   _____   _____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL SERVICES COSTS $ _____   _____   _____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL OTHER COSTS $ _____   _____   _____

TOTAL DIRECT PROJECT COSTS $ _____   _____   _____

INDIRECT COSTS

Read the instructions about Indirect Costs on pages 3.13–3.14 before completing this section.

Applicant organization is using (check one):
❏ An indirect cost rate that does not exceed 15 percent
❏ A current, federally negotiated indirect cost rate

_____   _____
Name of Federal Agency   Expiration Date of Agreement

❏ A proposed rate while negotiating a federally negotiated indirect cost rate (applicant must include a copy of the indirect cost proposal in the application)

_____   _____
Name of Federal Agency   Date of Proposal

Indirect Cost Calculations

_____% of $_____ (modified direct IMLS costs) = $_____ IMLS indirect portion

_____% of $_____ (modified direct Cost Share costs) = $_____ Cost Share indirect portion

Total indirect costs = $_____

Project Budget Form

SECTION 2: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGE 3.14 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	Cost Share	Total
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES, & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____
TOTAL DIRECT COSTS	$ _____	$ _____	$ _____
INDIRECT COSTS*	$ _____	$ _____	$ _____

*You may request indirect costs from IMLS
only on the direct project costs requested from IMLS.

TOTAL PROJECT COSTS $ _____

AMOUNT OF COST SHARE $ _____

AMOUNT OF IN-KIND CONTRIBUTIONS $ _____
(INSTITUTIONAL COST SHARING) INCLUDING INDIRECT COSTS

TOTAL AMOUNT OF COST SHARE (CASH & IN-KIND CONTRIBUTIONS) $ _____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS $ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS   _____%

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one)   ❑ Yes   ❑ No

If yes, name of agency _____

Date of application_____ or award _____ Amount requested or received $ _____

Specifications for Projects That Develop Digital Products

PART I. COMPLETE THE APPROPRIATE SECTIONS.

A. Converting Nondigital Material to Digital Format

1. Describe types and original formats of materials to be selected for digitization and quantity of each.
    _____
    _____
    _____
    _____

2. Identify copyright issues and other potential restrictions with regard to the original nondigital material.
    ☐ Public domain _____ % of total
    ☐ Permissions have been obtained _____ % of total
    ☐ Permissions to be requested _____ % of total. Plan to address: _____
    _____
    _____
    _____

    ☐ Privacy concerns _____ % of total. Plan to address: _____
    _____
    _____
    _____

    ☐ Other _____ % of total. Explain. _____
    _____
    _____

3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material, and specify what percentage if any of the total material will be subject to restrictions.
    _____
    _____
    _____
    _____

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter).
    _____
    _____
    _____
    _____

B. Creating New Digital Content

1. Describe types of materials to be created in digital form and quantity of each.
_____
_____
_____
_____

2. Describe plan to obtain releases/permissions from project content creators and subjects.
_____
_____
_____
_____

3. Describe disposition of ownership of the new product. Describe how the new product will be made
available to the public. Explain the terms of access and conditions of use. Identify and explain any re-
strictions that will apply to the new content, and specify what percentage if any of the total material will
be subject to restrictions. _____
_____
_____
_____

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that
will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software,
server). _____
_____
_____
_____

C. Repurposing Existing Digital Content

1. Describe types and formats of digital materials to be selected for repurposing and quantity of each.
_____
_____
_____
_____

2. Identify copyright issues and other potential restrictions with regard to the original digital material.
☐ Public domain _____ % of total
☐ Permissions have been obtained _____ % of total
☐ Permissions to be requested _____ % of total. Plan to address: _____
_____
_____
_____

☐ Privacy concerns _____ % of total. Plan to address: _____
_____
_____
_____

(Box C, continued)

☐ Other _____ % of total. Explain. _____
_____
_____

3. Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the repurposed material, and specify what percentage if any of the total material will be subject to restrictions.
_____
_____
_____
_____
_____

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, nonlinear editing system, GIS software).
_____
_____
_____
_____
_____

PART II. ANSWER ALL QUESTIONS.

1. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

Master _____
_____

Access_____
_____

Thumbnail_____
_____

2. Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD). _____
_____
_____

3. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM). _____
_____

4. Describe the quality control plan._____
_____
_____

5. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

_____
_____
_____
_____

6. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, commitment of institutional funding).

_____
_____
_____

7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection Registry. State reasons for selecting alternative approaches.

_____
_____
_____

8. Provide URL(s) for applicant's previous digital products, if applicable. _____
_____
_____

Sample Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (p. 5.3). The applicant need not follow this sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

Activity	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Data Requirements			$11,500									
Design and Pre-test							$65,000					
Conduct Survey							$5,000					
Data Analysis												$23,000
Web Site										$19,000		
Teleconference											$1,000	
Training Institute												$15,000
Evaluation												$1,500
Conferences											$7,000	
Training Institute												$15,000
Final Report Dissemination												$25,000

Direct costs requested from IMLS $188,000

Partnership Statement

Use this format to provide information on each formal partnership. Information about partnership applications is on page 1.4. All partners must sign a Partnership Statement.

1. Applicant organization (partner 1) name:_____

2. Partner organization name:_____

3. List the partner's key roles and responsibilities in the project:

We, the undersigned partner organization, agree to the following:

■   We will carry out the activities described above and in the application Narrative.

■   We will use any federal funds we receive from the applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.

■   We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.

_____   _____
Signature of Partner Authorized Representative/Authorizing Official   Date

_____
Name and Title of Partner Authorized Representative/Authorizing Official (Type or Print)

Organizational Profile

Provide a separate organizational profile for the applicant and for each formal partner. Information about partnership applications is on page 1.4. All formal partners also must sign a Partnership Statement (see p. 5.15).

For the lead applicant:

1. Applicant organization name:_____

2. Organization mission: _____
_____
_____

3. Organization service area (audience served, including size, demographic characteristics, and geographic area): _____
_____
_____
_____

For each formal partner:

1. Partner organization name: _____

2. Partner DUNS number: _____

3. Partner mailing address: _____
_____
_____

4. Partner project contact name:_____
Title: _____ Phone: _____
E-mail: _____

5. Governing control of partner (choose one):
❏ State   ❏ County   ❏ Municipality   ❏ Private nonprofit   ❏ University   ❏ Tribal government
❏ Other (please specify): _____

6. Partner type of organization (from list on National Leadership Grants Program Information form, p. 5.5):
_____

7. Partner organization mission: _____
_____
_____

8. Partner organization service area (audience served, including size, demographic characteristics, and geographic area): _____
_____
_____

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. If you receive a grant, you must comply with these requirements.

ASSURANCES STATEMENT

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized representative/authorizing official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

FEDERAL DEBT STATUS

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

DEBARMENT AND SUSPENSION

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, makings false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

NON-DISCRIMINATION

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

DRUG-FREE WORKPLACE ACT OF 1988

(A) The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

(b) establishing an ongoing drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the grantee's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  (1) abide by the terms of the statement; and
  (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
  (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law, or other appropriate agency; and

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

CERTIFICATION REGARDING LOBBYING ACTIVITIES (APPLIES TO APPLICANTS REQUESTING FUNDS IN EXCESS OF $100,000)

The authorized representative/authorizing official certifies to the best of his or her knowledge and belief that:

(a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative/authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(c) the authorized representative/authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

GENERAL CERTIFICATION

The authorized representative/authorizing official, on behalf of the applicant, certifies that he/she will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts, and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:
(1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
(2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive $100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed $100,000:
(a) The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
(b) Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NATIVE AMERICAN HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

HISTORIC PROPERTIES

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

ENVIRONMENTAL PROTECTIONS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and E.O. 11514;

(b) notification of violating facilities pursuant to E.O. 11738;

(c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;

(d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;

(e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);

(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531–1543).

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

RESEARCH ON HUMAN AND ANIMAL SUBJECTS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46, regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.), pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802, or call (202) 653-IMLS (4657).

TIPS FOR WRITING GOOD GRANT PROPOSALS

- Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.

- Match your idea with the appropriate funder and program—contact the program officer to find out if your idea matches the goals of the program.

- Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.

- Assemble your project team, including external partners—your team will be your most important asset.

- Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.

- Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.

- Contact your program officer for clarification of questions.

- Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.

- Revise your proposal and submit it on time.

- If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask your program officer to help clarify any comments that you do not understand.